






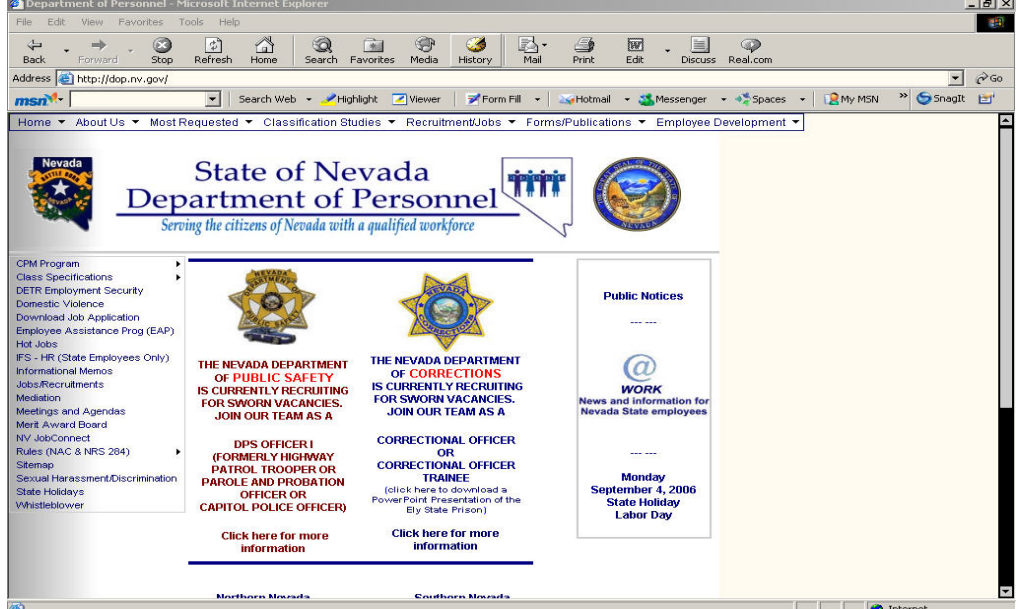
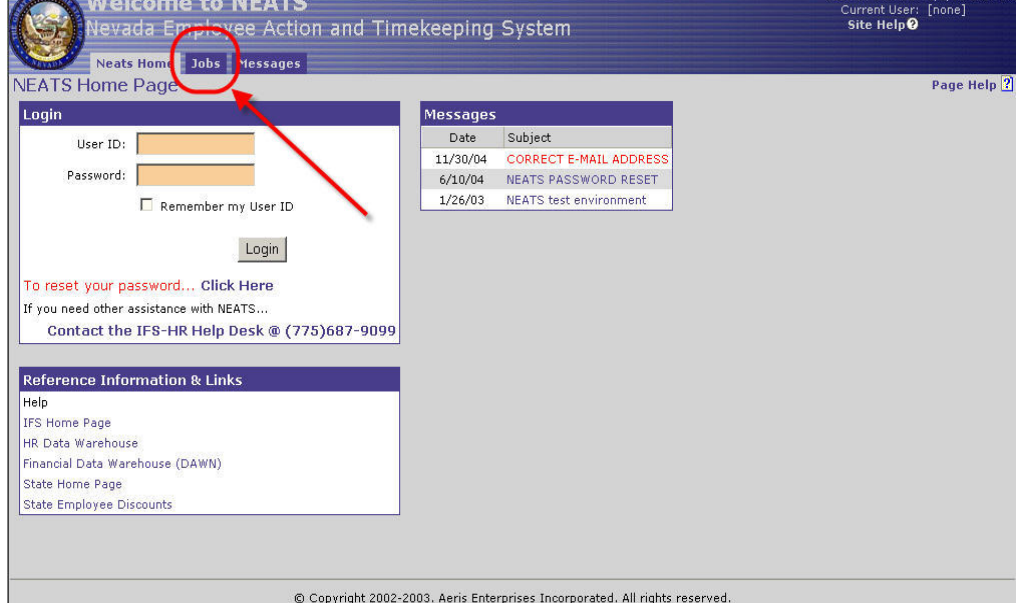
Registering and Completing the Applicant Profile (For First Time Users)

The purpose of this procedure is to outline the steps necessary for first time users to register with the NEATS online recruitment system and complete the applicant profile.

The applicant profile functions as the placeholder for information about an individual applicant. In this area, users can complete and store information regarding their demographics, education, experience, skills and other data necessary for consideration for state employment. The process for first time users is outlined below.

Important Notes and Reminders

- When filling out the applicant profile, do **not** use the  or  button(s) in the Internet browser to refresh or return to a previous screen. Use the  button to avoid inadvertently losing your information.
- In order to avoid losing your work, select  if you'd like to save the information you've input or if you'd like to return later to finish at another time.
- Wherever it appears, you may use the  button to check the spelling of the text.
- Click on [Page Help ?](#) to get assistance information on any particular page.

Step	Description
1.	Go to DOP home page at http://dop.nv.gov/ and click on the link to the online recruiting system.
	
2.	Once NEATS appears, click on the “Jobs” Tab.
	
3.	For first time users, you must register with the system. Once the Jobs Home Page appears, click on “Register” under the My Account heading.

Welcome to NEATS

Nevada Employee Action and Timekeeping System

Session Started: 7/26/06 2:50 PM
Current User: [none]
Site Help

Neats Home Jobs Messages

Jobs Home Page

Menu

[Sign On](#)

[Register](#)

[Job Search Home](#)

Browse Recruitments
by Occupational Group

AGRICULTURE &
CONSERVATION
CLERICAL & RELATED
SERVICES
DOMESTIC SERVICES
EDUCATION
ENGINEERING & ALLIED
FISCAL MANAGEMENT &
STAFF SERVICES
LIBRARY & ARCHIVES
MECHANICAL &
CONSTRUCTION TRADES
MEDICAL, HEALTH &
RELATED SVCS
REGULATORY & PUBLIC
SAFETY
SOCIAL SERVICES &
REHABILITATION
UNCLASSIFIED
ANNOUNCEMENTS

EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION

The State of Nevada is an equal opportunity/affirmative action employer. Qualified persons are considered for employment without regard to national origin, age, political affiliation or disability, as outlined in the State Affirmative Action Plan.

The State of Nevada publishes several different types of recruitment announcements (i.e., unclassified and classified). You are strongly encouraged to ensure you are aware of all the employment opportunities available to you.

Search Phrase:

Location:

Category:

The search feature finds job classifications with active recruitments only. [Click here to view a list of all job classifications.](#)

New Jobs (5 most recent Job Postings):

Job Classification	Post Date	Time Remaining	Dept.	Location
DEVELOPMENTAL SPECIALIST 4	07/14/2006	19 Days 2 Hrs 9 Mins	Health and Human Services	Las Vegas, Boulder City, Indian Spring
TRAINING OFFICER 2	07/12/2006	17 Days 2 Hrs 9 Mins	Personnel	Las Vegas, Boulder City, Indian Spring
PSYCHIATRIC NURSE 2	07/12/2006	1 Days 2 Hrs 9 Mins	Health and Human Services	Las Vegas, Boulder City, Indian Spring
PSYCHIATRIC NURSE 2	07/11/2006	16 Days 2 Hrs 9 Mins	Health and Human Services	Las Vegas, Boulder City, Indian Spring
DEVELOPMENTAL SPECIALIST 4	07/11/2006	16 Days 2 Hrs 9 Mins	Health and Human Services	Las Vegas, Boulder City, Indian Spring

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4.

Once the Register page appears, complete the fields requiring your name, email address, and select a user ID and password according to the onscreen guidelines.

Register

* Required Field

Name

First Name*:

Last Name *:

Email:

Registration

IMPORTANT: If you are an existing State employee OR a user of the Training system, you do NOT need to register again. Please sign on with that ID in order to receive proper consideration for departmental / divisional openings.

Select a user ID and password below. Passwords must conform to the following rules:

- Passwords must be at least 8 characters long.

User ID*:

Password*:

Re-enter Password *:

[Page Help ?](#)

5.

Next, NEATS will ask you to complete a "Password Hint Form". Select a question and answer in order to reset your password in case you forget it.

Password Hint Form

Page Help ?

Update Password Hint

This form allows you to choose a hint that will be used to help you reset your password in case you forget it. Choose a question and answer that you will remember but would be difficult for someone else to guess.


Choose a Question:

Answer:

OK

6. **Important Note: It is very important that you remember your User ID, password and password hint answer, so you avoid creating duplicate profiles.**

7. **The Jobs tab is the appropriate place to build your applicant profile.**



Welcome to NEATS
 Nevada Employee Action and Timekeeping System

Session Started: 7/26/06 2:41 PM
 Current User: mshannon
[Site Help ?](#) [Logoff ?](#)

[Neats Home](#) [Time](#) [Employee](#) [Training](#) [Recruiting](#) [Jobs](#) [Messages](#)

Applicant Home

Menu
[View My Profile](#)
[Applicant Home](#)
[Job Search Home](#)

Browse Recruitments by Occupational Group
[AGRICULTURE & CONSERVATION](#)
[CLERICAL & RELATED SERVICES](#)
[DOMESTIC SERVICES](#)
[EDUCATION](#)
[ENGINEERING & ALLIED](#)
[FISCAL MANAGEMENT & STAFF SERVICES](#)
[LIBRARY & ARCHIVES](#)
[MECHANICAL & CONSTRUCTION TRADES](#)
[MEDICAL, HEALTH & RELATED SVCS](#)
[REGULATORY & PUBLIC SAFETY](#)
[SOCIAL SERVICES & REHABILITATION](#)
[UNCLASSIFIED ANNOUNCEMENTS](#)

Applications:

Recruitment ID	Class	Description	Status	Submit Date	Close Date	Action
320	11.425	DMV SERVICES TECHNICIAN 2	Pending Verification	07/11/2006	08/11/2006	Withdraw...
269	02.211	ADMIN ASSISTANT 3	Hired	07/11/2006	08/11/2006	Withdraw...
280	01.819	FIREFIGHTER 2	Pending Verification	07/25/2006		Withdraw...

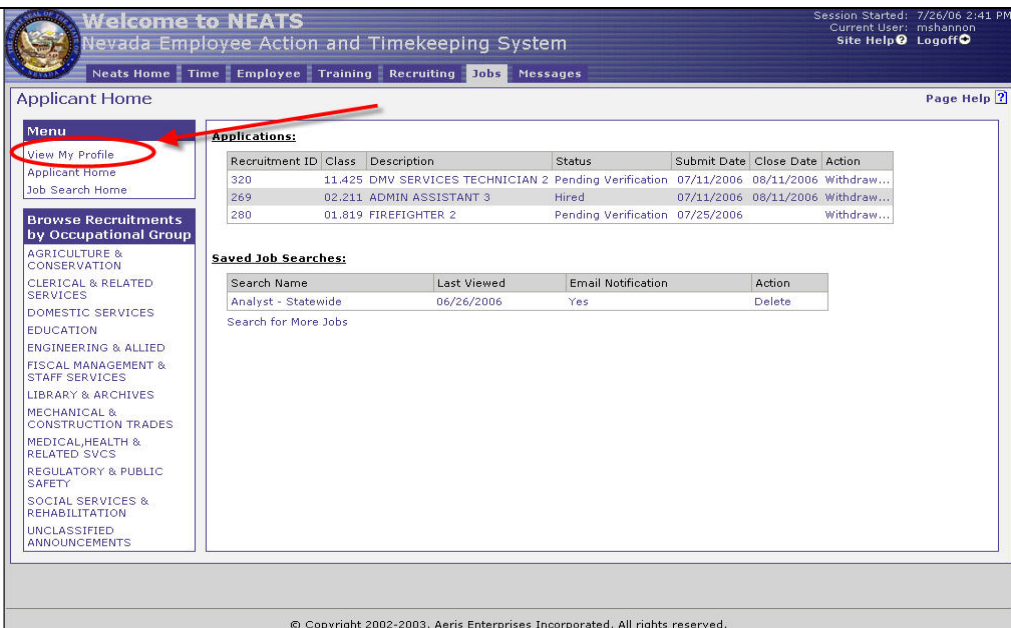
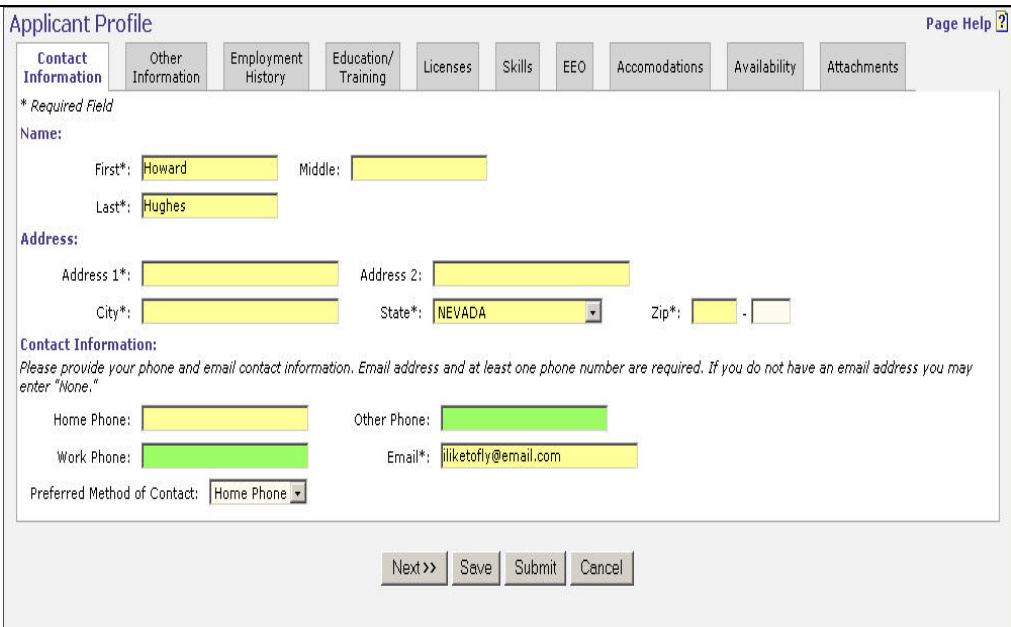
Saved Job Searches:

Search Name	Last Viewed	Email Notification	Action
Analyst - Statewide	06/26/2006	Yes	Delete

[Search for More Jobs](#)

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8. **Click on the “View My Profile” link under the “My Account” heading.**

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9.	<p>The Applicant Profile page will appear and seven tabs will be shown. The default tab is the Contact Information tab.</p>
	
10.	<p>The Contact Information tab displays information such as Name, Address, phone numbers and email address. Complete all of the requested information.</p>
11	<p>It is very important that your profile have accurate contact information. Ensure that the fields for the phone numbers and email address are correct. Specify the Preferred Method of Contact by making the appropriate selection in the drop down menu.</p>

Applicant Profile Page Help ?

Your profile has been updated.

[Contact Information](#)
[Other Information](#)
[Employment History](#)
[Education/ Training](#)
[Licenses](#)
[Skills](#)
[EEO](#)
[Accommodations](#)
[Availability](#)
[Attachments](#)

** Required Field*

Name:

First*: Middle:

Last*:

Address:

Address 1*: Address 2:

City*: State*: Zip*: -

Contact Information:

Please provide your phone and email contact information. Email address and at least one phone number are required. If you do not have an email address you may enter "None."

Home Phone: Other Phone:

Work Phone: Email*:

Preferred Method of Contact:

12. Click to go to the next Page or to store your profile.

13. The next tab in the sequence is the "Other Information" tab. This tab displays information required regarding veteran's status, search and rescue membership and criminal convictions.

Applicant Profile Page Help ?

[Contact Information](#)
[Other Information](#)
[Employment History](#)
[Education/ Training](#)
[Licenses](#)
[Skills](#)
[EEO](#)
[Accommodations](#)
[Availability](#)
[Attachments](#)

Veteran Status:

Proof required no later than the final testing. If the examination is a training and experience evaluation, proof must be submitted by close of filing period (See Instructions).

Veteran or the widow of veteran: ☐ Yes ☒ No

Disabled veteran: ☐ Yes ☒ No

Member of:

Disclosure required by State Law NRS414.50

Are you a member of Sheriff's Search and Rescue or Rescue Unit of Civil Air Patrol? ☐ Yes ☒ No

Criminal Convictions / Traffic Violations:

Have you ever been convicted of a misdemeanor, gross misdemeanor or felony? ☐ Yes ☒ No

Have you been convicted of a moving traffic violation within the last 5 years? ☐ Yes ☒ No

If yes, PROVIDE STATEMENT below (See Instructions)

14. Answer all of the questions by selecting the "Yes" or "No" radio buttons. If you answer "Yes" to either one of the Criminal Convictions/Traffic Violation question, you must provide a statement in the text box at the bottom of the page. Once finished, click to go to the next tab or to go back.

15. The Employment History tab allows users to add employment experience.

Applicant Profile Page Help ?

[Contact Information](#)
[Other Information](#)
[Employment History](#)
[Education/Training](#)
[Licenses](#)
[Skills](#)
[EEO](#)
[Accommodations](#)
[Availability](#)
[Attachments](#)

Employment History:

Action	From	To	Employer	Title	Total	FTE
	Add New Employment Item...					

[<<Previous](#)
[Next>>](#)
[Save](#)
[Submit](#)
[Cancel](#)

16. Click on the  [Add New Employment Item...](#) to go to the Employment Detail screen.

17. The Employment detail screen has field for capturing data about specific blocks of experience, such as starting and ending dates, Employer Name, Title, Major duties, etc. Complete all of the requested information (keeping in mind the field denoted with an asterisk, which are required.)

Employment Page Help ?

* Required Field

Are you currently employed at this job: ☐ Yes ☒ No

If you are currently employed at this job you may leave the "To" date blank or you may enter a planned termination date.

From*: To*:
mm/dd/yyyy mm/dd/yyyy

Employer*:

Job Title*: Location:

Supervisor:


Supervisor Title: Phone:

Hours Per Week*: Last Monthly Salary*:

Reason For Leaving*:


Number and Titles of People Supervised:

List the major duties that you performed as part of this job. List between 1 and 10 major duties. The percentage of time spent on each should add to 100%.

Action	Description of Duty	%
	Add New Employment Duty Item...	

Major Duties: Total % 0

[Apply](#)
[Cancel](#)

18. A crucial part of the employment history information is the duties that were performed. To add major duties, select the  [Add New Employment Duty Item...](#) link to go to the Employment Duty detail page.

Employment Duty

* Required Field

Activity*:

Percent of Time Spent on this activity *:

19. At this page describe the duty performed in the Activity:" field and indicate the percentage of time. (Note: You do not need to include the “%” sign when typing in the number.) Click or to add more duties. Repeat the process until you’ve reach duties that total 100%. If the duties do not add up to 100%, a message will appear indicating as such.

Employment

* Required Field

Are you currently employed at this job: ☐ Yes ☒ No

If you are currently employed at this job you may leave the "To" date blank or you may enter a planned termination date.

From*: To*:
mm/dd/yyyy mm/dd/yyyy

Employer*:

Job Title*: Location:

Supervisor:

Supervisor Title: Phone:

Hours Per Week*: Last Monthly Salary*:



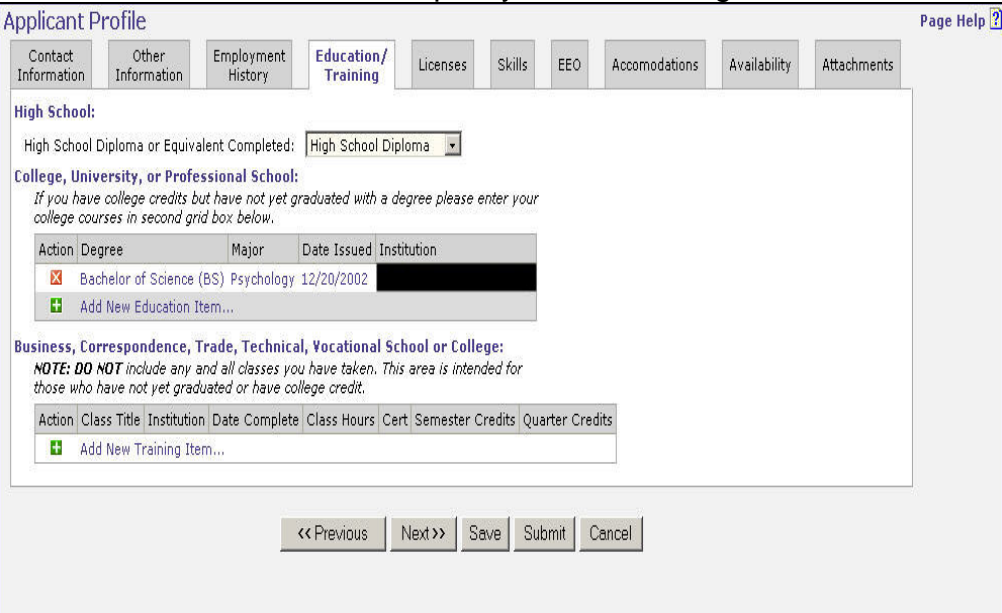

Reason For Leaving*:

Number and Titles of People Supervised:

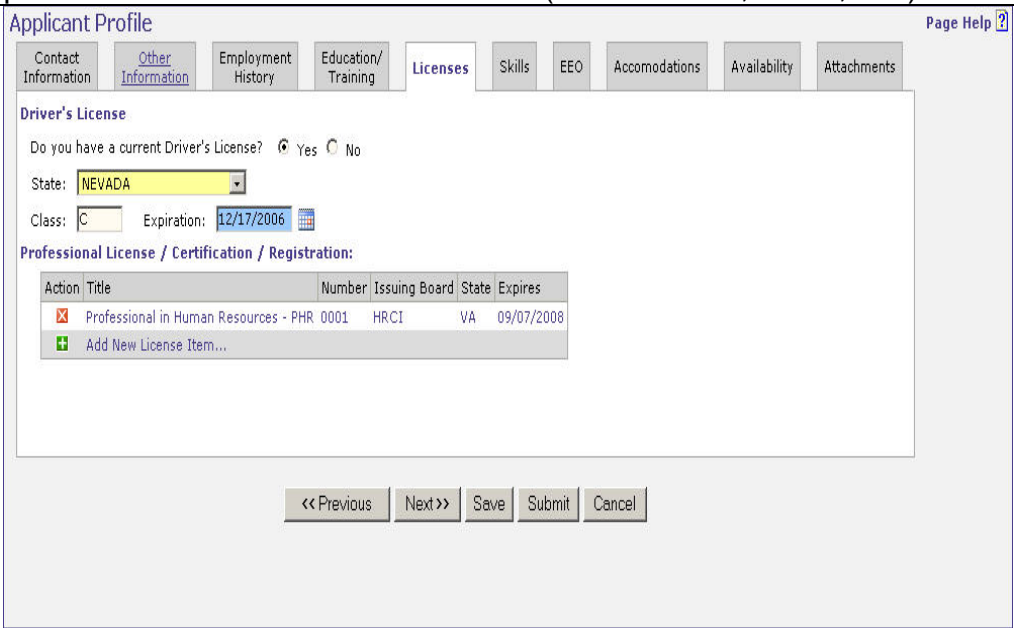
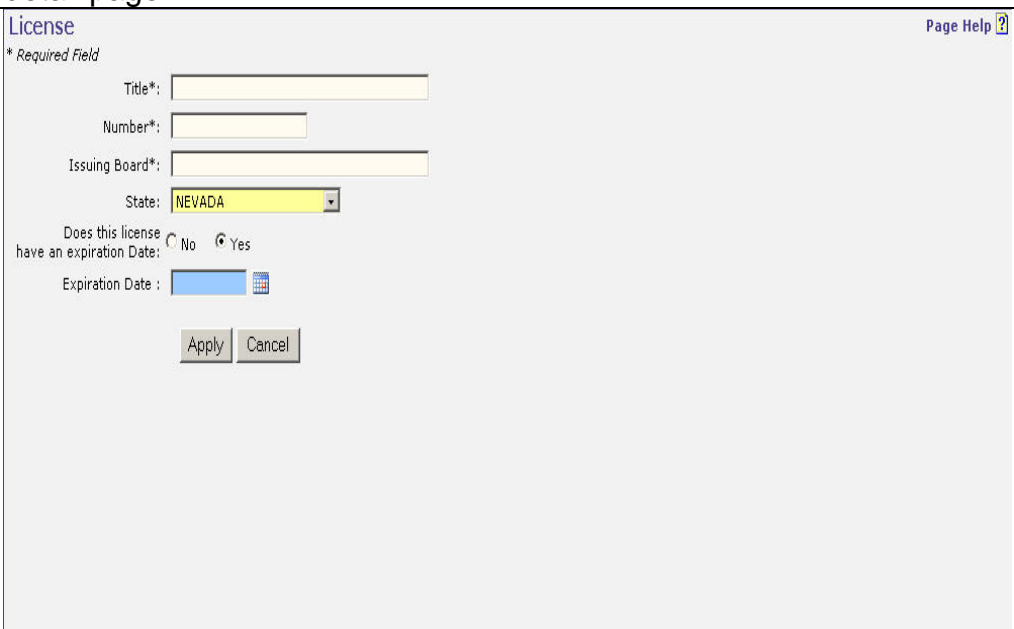
List the major duties that you performed as part of this job. List between 1 and 10 major duties. The percentage of time spent on each should add to 100%.




Action	Description of Duty	%
<input checked="" type="checkbox"/>	Recruitment	40
<input checked="" type="checkbox"/>	Classification	40
<input checked="" type="checkbox"/>	Special Projects	20
		Total % 100
<input type="button" value="Add New Employment Duty Item..."/>		

20. When you are finished completing the duties and the rest of the required information, click to add the block of experience to the applicant profile. Repeat the process of adding experience until you’ve covered your relevant work history. Note: If you add blocks of employment and the dates overlap, a message saying

	<p> Warning -- Employment Dates Overlap will appear. Review your entries to make sure they are correct. If the dates are correct (i.e. working one full time and one part time job simultaneously), then disregard the message. Click  to go to the Education/Training tab.</p>
21.	<p>The Education and Training tab allows applicants to list the level of education attained as well as specify relevant college coursework.</p>
	
22.	<p>For the “High School” portion, select an option from the drop down menu.</p>
23.	<p>If you have a completed a college degree, click  Add New Education Item... to add this item. <i>(Note: If you have not completed a degree but have college credit, use the Training Item option explained below).</i></p>




	<div data-bbox="355 191 1357 810"> <h3>Education Page Help ?</h3> <p><i>* Required Field</i></p> <p>Is this degree still in progress: <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p><i>If this degree is still in progress you may leave the Date Issued and End Date blank or you may enter dates that you anticipate completion. If you specify "Other" for Degree please clarify using the Notes field below.</i></p> <p>Degree*: <input type="text" value="Associate Degree"/> Date Issued*: <input type="text"/></p> <p>Major*: <input type="text"/> Minor: <input type="text"/></p> <p>Institution*: <input type="text"/></p> <p>Location*: <input type="text"/></p> <p>From*: <input type="text"/> To*: <input type="text"/></p> <p>Notes: <input type="text"/></p> <p><input type="button" value="Apply"/> <input type="button" value="Cancel"/></p> </div>
24.	Complete all of the requested fields while following any onscreen instructions. When finished, click <input type="button" value="Apply"/> to add the degree or <input type="button" value="Cancel"/> to stop.
25.	To add college courses or specific training taken (outside of State Training classes) click on <input type="button" value="+ Add New Training Item..."/>
	<div data-bbox="355 1020 1357 1640"> <h3>Training Page Help ?</h3> <p><i>* Required Field</i></p> <p><i>Enter the details of your training. If you are in the process of working towards a degree, use this form to enter a single item that indicates the title of the program in which you are enrolled, and how many credits you have accumulated to date.</i></p> <p>Title of Program, Class or Subject Completed*: <input type="text"/></p> <p>Institution*: <input type="text"/></p> <p>Location*: <input type="text"/></p> <p>Total Class Hours*: <input type="text" value="0.0"/> Date Completed*: <input type="text"/></p> <p>Certification Received: <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>For college classes, please provide one of the following:</p> <p>Number of Semester Credits: <input type="text" value="0"/></p> <p>- OR -</p> <p>Number of Quarter Credits: <input type="text" value="0"/></p> <p><input type="button" value="Apply"/> <input type="button" value="Cancel"/></p> </div>
26.	Complete all of the requested fields while following any onscreen instructions. When finished, click <input type="button" value="Apply"/> to add the degree or <input type="button" value="Cancel"/> to stop.
27.	Once you have added all of the education and training items and have returned to the "Education/Training" tab, click <input type="button" value="Next>>"/> to go to the next

	tab, << Previous to go back or Save to store your work thus far.
28.	The Licenses tab holds information regarding driver's license and professional license and certifications (social worker, nurse, etc.)
	
29.	Complete the fields regarding driver's license information. Proceed to the Professional License/Certification/Registration portion if you possess one. Click on + Add New License Item... to go to the License detail page.
	
30.	Fill in the required information then click Apply to add the license to your profile or Cancel to go back to the Licenses tab without adding.
31.	Once you have added all of the license items and have returned to the

	“License” tab, click  to go to the next tab,  to go back or  to store your work thus far.
--	--

32.	The next tab is called "Skills". This tab allows the user to select checkboxes matching up with skills the applicant possesses.
-----	---

[illegible]

33. Select all of the skills you possess then click  to go to the next tab,  to go back or  to store your work thus far.

34.	The next tab is the EEO tab that stores information the department collects for Equal Employment Opportunity purposes. This tab is completely voluntary.
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Applicant Profile

Contact Information

Other Information

Employment History

Education/ Training

Licenses

Skills

EE

Accommodations

Availability

Attachments

Employment Questionnaire

The following information will be used by the Nevada State Department of Personnel for research and statistical purposes only. Federal and State laws make it unlawful to discriminate in employment on the basis of race, color, religion, sex, national origin, handicap, or age. Your participation is voluntary and would be greatly appreciated. This information will be kept separate and confidential and will not be used to make any employment decision.

Choose one ethnic group with which you most identify:

Black (Not of Hispanic origin: All persons having origins in any of the Black racial groups)

Asian/Pacific Islander (All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.)

Hispanic (All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.)

Native American (All persons having origins in any of the original peoples of North America and who maintain cultural identification through a tribal affiliation or community recognition.)

White (Not of Hispanic origin: All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.)

Other (All persons not matching one of the other choices.)

Date of Birth:

Sex : Male ☐ Female ☐

<< Previous

Next >>

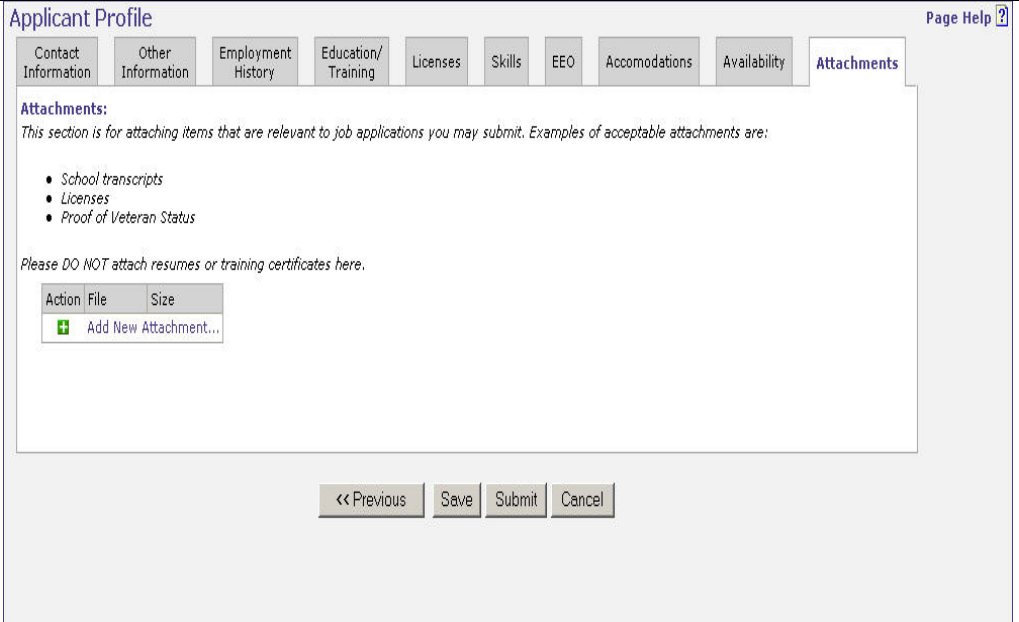

Save


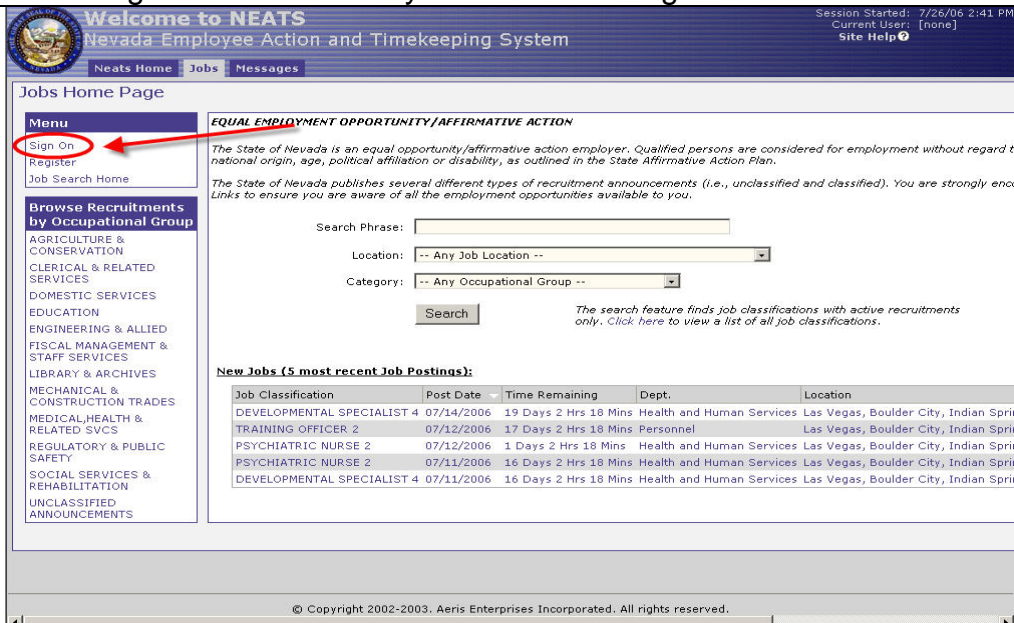
Submit

Cancel

35. Click **Next>>** to go to the next tab, **<< Previous** to go back or

	<div> <div>Save</div> to store your work. </div>
36.	The Accommodations tab provides the opportunity to specify any reasonable accommodations that applicants may require. Select Yes or No and type a description if necessary.
	<div> <div> Applicant Profile <div> <div>Page Help ?</div> <div> <div>Contact Information</div> <div>Other Information</div> <div>Employment History</div> <div>Education/ Training</div> <div>Licenses</div> <div>Skills</div> <div>EEO</div> <div>Accommodations</div> <div>Availability</div> <div>Attachments</div> </div> </div> </div> <div> Do you need an accommodation in the application or testing process for the job for which you are applying for any disability you may have? (It is not necessary that you describe or identify the disability.) <div> <input type="radio"/> Yes <input checked="" type="radio"/> No </div> </div> <div> If yes, please describe the type of accommodation required: <div> <div></div> </div> </div> <div> <div><< Previous</div> <div>Next >></div> <div>Save</div> <div>Submit</div> <div>Cancel</div> </div> </div>
37.	Click <div>Next >></div> to go to the next tab, <div><< Previous</div> to go back or <div>Save</div> to store your work.
38.	The Availability tab captures information about the types of work an applicant will accept, date available for employment, willingness to travel and suitable geographic locations.
	<div> <div> Applicant Profile <div> <div>Page Help ?</div> <div> <div>Contact Information</div> <div>Other Information</div> <div>Employment History</div> <div>Education/ Training</div> <div>Licenses</div> <div>Skills</div> <div>EEO</div> <div>Accommodations</div> <div>Availability</div> <div>Attachments</div> </div> </div> </div> <div> Date you will be available for Employment: 05/15/2006 </div> <div> Type of Work you will accept -- check one or more <div> <input checked="" type="checkbox"/> Permanent Full-Time <input type="checkbox"/> Permanent Part-Time <input type="checkbox"/> Intermittent (on-call) </div> <div> <input type="checkbox"/> Temporary <input type="checkbox"/> Seasonal <input type="checkbox"/> Shiftwork/weekends </div> </div> <div> How much of your work week would you be willing to travel?: <div> <input checked="" type="radio"/> None <input type="radio"/> Up to 25% <input type="radio"/> Up to 50% <input type="radio"/> More than 50% </div> </div> <div> Geographic Locations you will accept -- check one or more <div> <div> <input type="checkbox"/> Battle Mountain <input checked="" type="checkbox"/> Carson, Minden, Gardnerville, Genoa <input type="checkbox"/> Fallon <input type="checkbox"/> Las Vegas, Boulder City, Indian Springs, Jean, Henderson <input type="checkbox"/> Mesquite <input type="checkbox"/> Reno, Sparks <input type="checkbox"/> Virginia City, Silver City <input type="checkbox"/> Yerington </div> <div> <input checked="" type="checkbox"/> Caliente <input type="checkbox"/> Elko <input type="checkbox"/> Hawthorne <input type="checkbox"/> Laughlin <input type="checkbox"/> Pahrump <input type="checkbox"/> Silver Springs, Lahontan, Fernley <input type="checkbox"/> Wells </div> <div> <input type="checkbox"/> Carlin <input type="checkbox"/> Ely <input type="checkbox"/> Lake Tahoe, Zephyr Cove, Incline Village <input type="checkbox"/> Lovelock <input type="checkbox"/> Pioche <input type="checkbox"/> Tonopah <input type="checkbox"/> Winnemucca </div> </div> </div> <div> Other (Specify): <div> <div></div> </div> </div> <div> <div><< Previous</div> <div>Next >></div> <div>Save</div> <div>Submit</div> <div>Cancel</div> </div> </div>
39.	Complete the information by checking the appropriate boxes then click

	<p>Next>> to go to the next tab, << Previous to go back or Save to store your work.</p>
40.	<p>The Attachments tab allows users to attach electronic copies of documents that are necessary for an application, such as school transcripts, licenses and proof of veteran's status.</p>
	
41.	<p>To add an attachment click on + Add New Attachment.... This will bring you to the following screen.</p>
	
42.	<p>Select Browse... and locate the file you wish to upload. Once located, click Apply to add the file to your profile or Cancel to cease the process.</p>
43.	<p>Once you have returned to the Attachment tab, make sure you have</p>

	attached all of the necessary files for your profile.																														
44.	<p>At this time, review all of the tabs to ensure you have completed all of the required information. If you are satisfied, click the Submit button. If everything required has been completed, this message -</p> <p>Congratulations! You have completed your Profile. You can return at any time to update or add information.</p> <p>If the profile is incomplete this message -</p> <p>Your submission contained errors. Affected tabs are marked with a  icon. Please review and correct any errors and then resubmit.</p> <p>will appear. If there are errors, click on the tab and follow the instructions on how to fix them.</p>																														
45.	Once completed, you may return and update your profile at any time.																														
46.	When you return to the NEATS website, click on the Jobs tab and select Sign On under the “My Account” heading.																														
	 <p>The screenshot shows the 'Welcome to NEATS' page. The 'Menu' section on the left has a red circle around the 'Sign On' link, with a red arrow pointing to it. The 'Browse Recruitments by Occupational Group' section lists various categories. The 'New Jobs (5 most recent Job Postings):' table is also visible.</p> <table><tr><th>Job Classification</th><th>Post Date</th><th>Time Remaining</th><th>Dept.</th><th>Location</th></tr><tr><td>DEVELOPMENTAL SPECIALIST 4</td><td>07/14/2006</td><td>19 Days 2 Hrs 18 Mins</td><td>Health and Human Services</td><td>Las Vegas, Boulder City, Indian Springs</td></tr><tr><td>TRAINING OFFICER 2</td><td>07/12/2006</td><td>17 Days 2 Hrs 18 Mins</td><td>Personnel</td><td>Las Vegas, Boulder City, Indian Springs</td></tr><tr><td>PSYCHIATRIC NURSE 2</td><td>07/12/2006</td><td>1 Days 2 Hrs 18 Mins</td><td>Health and Human Services</td><td>Las Vegas, Boulder City, Indian Springs</td></tr><tr><td>PSYCHIATRIC NURSE 2</td><td>07/11/2006</td><td>16 Days 2 Hrs 18 Mins</td><td>Health and Human Services</td><td>Las Vegas, Boulder City, Indian Springs</td></tr><tr><td>DEVELOPMENTAL SPECIALIST 4</td><td>07/11/2006</td><td>16 Days 2 Hrs 18 Mins</td><td>Health and Human Services</td><td>Las Vegas, Boulder City, Indian Springs</td></tr></table>	Job Classification	Post Date	Time Remaining	Dept.	Location	DEVELOPMENTAL SPECIALIST 4	07/14/2006	19 Days 2 Hrs 18 Mins	Health and Human Services	Las Vegas, Boulder City, Indian Springs	TRAINING OFFICER 2	07/12/2006	17 Days 2 Hrs 18 Mins	Personnel	Las Vegas, Boulder City, Indian Springs	PSYCHIATRIC NURSE 2	07/12/2006	1 Days 2 Hrs 18 Mins	Health and Human Services	Las Vegas, Boulder City, Indian Springs	PSYCHIATRIC NURSE 2	07/11/2006	16 Days 2 Hrs 18 Mins	Health and Human Services	Las Vegas, Boulder City, Indian Springs	DEVELOPMENTAL SPECIALIST 4	07/11/2006	16 Days 2 Hrs 18 Mins	Health and Human Services	Las Vegas, Boulder City, Indian Springs
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TRAINING OFFICER 2	07/12/2006	17 Days 2 Hrs 18 Mins	Personnel	Las Vegas, Boulder City, Indian Springs																											
PSYCHIATRIC NURSE 2	07/12/2006	1 Days 2 Hrs 18 Mins	Health and Human Services	Las Vegas, Boulder City, Indian Springs																											
PSYCHIATRIC NURSE 2	07/11/2006	16 Days 2 Hrs 18 Mins	Health and Human Services	Las Vegas, Boulder City, Indian Springs																											
DEVELOPMENTAL SPECIALIST 4	07/11/2006	16 Days 2 Hrs 18 Mins	Health and Human Services	Las Vegas, Boulder City, Indian Springs																											
47.	Fill in your user ID and password and click Login (or select on the “I Forgot My Password” link where you can reset your password.)																														

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48.	When you have successfully signed on, you will be taken to the Jobs Home Page where you can view your profile and make any necessary changes.